

Career Mobility Memorandum

Program Description

Uplift Oregon, Service Employees International Union Local 503, the Oregon Department of Administrative Services (DAS), the Oregon Department of Human Services (ODHS), Oregon Health Authority (OHA), Oregon Housing and Community Services (OHCS), Department of Consumer and Business Services (DCBS), and Western Oregon University (WOU) are pleased to announce the first application period for the Career Mobility Accounting Program. This program is designed to provide professional development opportunities for state employees who meet specific criteria, allowing them to obtain industry-valued knowledge and skills, specifically in Accounting I & II positions within the state.

Upon successful completion of the program, apprentices will meet the minimum educational qualifications needed to apply for an Accounting I or II job classification, including 32 hours in predominantly upper-level accounting coursework from an accredited institution. The job classification may vary depending on the participant's department, individual background, education, and experience. However, participants taking part in the Career Mobility Accounting Program will prepare to meet the minimum qualifications for one of the following classifications: Accounting I & II.

While there is no cost to participants for tuition, books, or instruction, those applying must be prepared to work hard and make personal sacrifices. All courses are asynchronous (no previously scheduled "real time" classes) online through the Canvas Learning Management System (LMS) at WOU. Participants should expect to make time in their week for reading, watching, and exploring all necessary course materials and online resources for the completion of assignments. There are three 11-week terms (Winter, Spring, Fall) and one 6-week term (Summer) with two courses each term to comprise the year of study. Additionally, there will be regularly scheduled meetings (in-person and virtual) for this cohort to receive support and share feedback with WOU, Uplift Oregon, and all partners.

Apprentices are encouraged to continue employment with the State of Oregon for two years after program completion. Applicants from sponsoring state agencies (see below) are given priority in the selection process, but all state employees who meet the minimum requirements (see below) may apply.

It is strongly recommended that agencies provide 4-8 hours of work time each week for course work and quarterly cohort meetings.

Sponsoring State Agencies:

- Oregon Department of Human Services (ODHS)
- Oregon Health Authority (OHA)
- Oregon Department of Consumer & Business Services (DCBS)
- Oregon Department of Housing & Community Services (OHCS)
- Oregon Department of Administrative Services (DAS)

Application Process

Classes are scheduled to begin **January 8, 2024**, and applications must be submitted no later than 5:00 p.m. on **November 2, 2023**. The application portal opens on **October 2, 2023**. Incomplete applications will not be considered. To apply, you must submit a full application on the [Uplift Oregon Website](#).

Application Review & Minimum Qualifications

The Career Mobility Selection Committee, with the assistance of respective departmental human resources offices, will conduct a review of each application packet to ensure applicants meet the following minimum criteria by the final filing date of **November 2, 2023**:

Each applicant MUST:

- Have permanent, full-time status in an executive branch state agency for a minimum of 1 year.
- Be able to perform the essential duties of the program, with or without reasonable accommodation;
- Not have formal discipline within the last 12 months;
- Not have unapproved leave-of-absence within the last 12 months;
- Not currently be on trial service or a limited term assignment;
- If previously or currently attending classes at the partnering educational institution (Western Oregon University), be in a positive academic standing status;
- Not have other commitments that conflict with completing the requirements of this program
- Commit to continuing as an employee of the State of Oregon for two years upon program completion.

We strongly encourage members of SEIU503 to apply however it is not a requirement that an applicant be a member to apply.

Applications will be evaluated and screened based on the criteria above by the Accounting Pilot Selection Committee.

For applicants who meet the minimum requirements, an aptitude test and interview may be required in addition to the initial application. If an aptitude test is requested, an email will be sent with instructions and time guidelines for completion. If an interview is requested, interview questions will be emailed to applicants ahead of time along with further instructions and meeting time guidelines. Applicants who are accepted into the program will be notified by a representative from Uplift Oregon. Additional steps will be defined at that time, and class enrollment and online credential instructions will follow.

Should you have questions or require more information, please contact Whitney Johnson at Uplift Oregon at 618-201-3616 or via email at whitney.johnson@risepartnership.com